

0510.30 Procurement Request

Issued October 31, 2007

SUBJECT: Procurement Request

APPLICATION: Executive branch departments and sub units

PURPOSE: To provide a description of the process for initiating a request for procurement through DMB Purchasing Operations.

CONTACT AGENCY: Department of Management and Budget (DMB)
Business Services Administration
Purchasing Operations (PurchOps)

TELEPHONE: 517/335-0230

FAX: 517/335-0046

SUMMARY: These procedures apply to procurement of all commodities, general and professional services, and information technology products and services under the jurisdiction of PurchOps. These procedures are mandatory for executive branch departments unless specifically provided otherwise by statute.

APPLICABLE FORMS AND PROCESSES: Procurement Initiation Letter (PRF)
MAIN Electronic Documents & Processes:

- Requisition Header-REQ (PCHL2100)
- Contractual Services Request-CS-138 (PCHL2117)
- Direct Purchase Order Header (PCHL2360)

DMB PurchOps Procedures & Policy Letters:

- Signature Authority Letter
- Service Level Agreement Letter (SLA) for solicitations, and amendments
- Procurement Documentation: PRF Checklist
- Contract Folder Tab 5

APPROVALS: Services: The disbursement of funds to pay for services performed by an independent contractor must have the prior approval of the Civil Service Commission pursuant to the CS-138 process (PCHL2117). See the Department of Civil Service Website at www.michigan.gov/mdcs.

Agency & PurchOps: Internal and external approvals must be obtained and documented according to agency policies and procedures, including provisions surrounding signature authority.

PROCEDURES:

Agency:

- Identifies a need.
- Must follow their department's procurement policies and procedures, recognizing that the policies and procedures of the delegating authority supersede those of the department in the event of a conflict.
- Completes a PRF and obtains all required approvals and signatures.
- Prepares an ADPICS REQ (PCHL2100) or DPO (PCHL2360) as required for purchase type.

- Note: The PRF must be signed by an authorized department representative and the State Budget Office if required, and provided to PurchOps within seven days of the posted REQ or DPO appearing in the PurchOps electronic mailbox in MAIN (PCHL9210) to prevent rejection of the submitted request by PurchOps.
- If a service is to be obtained, determines if service is preauthorized for the requesting agency (PA or PL) or non-jurisdictional (NJ). If not, completes the CS-138 (PCHL2117) to obtain Civil Service approval.
- If a service is needed, determines if the need will be best satisfied by Special Personal Services (SPS) or by an independent contractor. If SPS is determined to be the best solution, the agency will secure the needed services through the appropriate Michigan Human Resources Management Network (HRMN) process. If an independent contractor is determined to be the better solution, the services will be procured in accordance with this procedure.
- If the need can be best fulfilled by an educational institution or governmental agency, provides a justification, including documentation which outlines the facts establishing the public entity as the most appropriate source for provision of the required services. Although the justification provided will be utilized to address the requirement of purchase from a private entity vs. public, this provision does not in any way limit the restrictions on sole source acquisitions. Thus in addition to provision of an explanation regarding the request to award to a public entity, the process of competitive solicitation utilized to arrive at the recommendation must be documented and supported as well.
- Determines if the commodity or service is available from an existing State contract or has been set aside to purchase only from Michigan State Industries (MSI) or a Community Rehabilitation Organization (CRO). If available from a State contract, issues a contract release. If set aside to be purchased from MSI, or available from MSI and the agency wishes to purchase from MSI, processes the request to MSI using the SI document type.
- If the request is within agency delegated authority, issues a purchase order or solicitation according to the relevant Administrative Guide procedures. (See procedures 0510.32 – 0510.36 and 0610.01 regarding Bidding, Evaluation, Award Recommendation, Administrative Board approval and Contracting).
- If the request is to be processed through DMB PurchOps, submits the REQ or DPO for products and/or services to PurchOps through the MAIN approval path by posting the REQ (PCHL2100) or DPO (PCHL2360), and forwards draft of complete solicitation documents.

PurchOps:

- Receives electronic ADPICS REQ or DPO and matches it with PRF and any attachments, if indicated on the requisition.
- Assigns a buyer, enters buyer initials on the requisition (PCHL2100), and identifies the buyer name in the REQ or DPO electronic notepad.
- Processes the request according to the procedures for solicitation and award. (See procedures 0510.32 – 0510.36 and 0610.01 regarding Bidding, Evaluation, Award Recommendation, Administrative Board approval and Contracting).

Authority provided by Public Act 431, of 1984 as amended (Governing Authority)

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